

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 03-01	Effective Date: 07/05	Revision Date: 07/07/05
Subject: Program Admissions		

I. Policy Statement

Division facilities, programs, and case workers shall adhere to statutory administrative rules and program requirements for admitting juveniles into their custody or programs.

II. Rationale

The Division has the statutory responsibility to provide juveniles with the necessary services while protecting the rights of juveniles and the community.

III. Definitions

- A. "PRA" is the acronym for Protective and Risk Assessment, which is a tool designed to indicate both protective and risk factors. The tool is utilized in creating service plans and treatment plans for delinquent juveniles in ten different life areas or "domains".
- B. "Sentencing guidelines" refers to the matrix that was developed by the Utah Sentencing Commission's subcommittee, Juvenile Justice Subcommittee. This Subcommittee developed a uniform system of sentencing based upon earlier intervention and more intensive supervision for chronic offenders.
- C. A "community facility" is any Juvenile Justice Services' facility (operated or contracted) that is not a place of confinement which juveniles are ordered to placement and completion of program for a set duration, such as O&A or Genesis.
- D. A "community program" is any Juvenile Justice Services' program (operated or contracted) that is not a place of confinement which juveniles may or may not be court ordered to participate in, such as Youth Services, Diversion, Case Management.

IV. Procedures

- A. Division staff shall admit juveniles into their facility, program, or services in one of the following conditions:
 - 1. a juvenile has been court ordered into JJS custody;
 - 2. a juvenile's offenses are consistent with the program's admission guidelines;

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3. a juvenile and family have requested services for participation in a voluntary community program.
- B. Upon admission into custody, a program, or facility, Division staff shall obtain as much information as needed about the juvenile through the following resources:
 1. an interview with the juvenile,
 2. an interview with the parents or guardian,
 3. reviewing and updating the PRA,
 4. completing the juvenile's PRA,
 5. obtaining information from the juvenile's previous workers and contacts from other agencies, court, schools, or other organizations,
 6. JJS permanent file,
 7. reviewing sentencing guidelines.

V. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

Jody Valantine, Chair
Board of Juvenile Justice Services

Date

Dan Maldonado, Acting Director
Division of Juvenile Justice Services

Effective/Revision Date